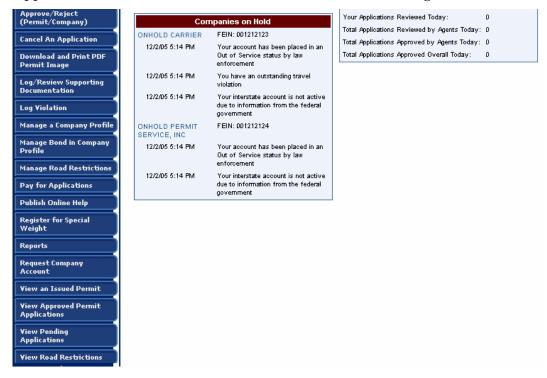## 4.2 VIEWING THE STATUS OF AN APPLICATION

All reviewers may review the status of an application, although not all reviewers will be able to then process the application out of sequence. To do so, the following search process is used.

Screen 1: The User's Home Page

The process begins at the user's home page. Users who are authorized to view submitted permits will have a menu link with the name "View Pending Applications" on the left side of the screen. Click this link to begin.

Screen 2: Search Criteria

If a carrier user selects the menu option, the system knows to search for that carrier's transactions, and skips to Screen 4.

When other users select the menu option, the system brings up a search parameters screen. The user may search using any of the following criteria:

- A specific *transaction number*, generated when the application was submitted (if this field is used, it is the only field that should be filled);

- The *name*, *FEIN*, or *SSN* of either the carrier or the permitting service;

- The *carrier's U.S. DOT number*; or

- The *submission date* of the application (as a range inclusively between two dates).

If the user is associated with a permitting service, the system automatically fills in the user's company information in the permitting service field and filters the search to only return applications submitted by that permitting service. Permitting service users also must enter the U.S. DOT number of the carrier as a security precaution.

The user may continue by clicking the "Search" button. If the user wishes to change the search criteria, the user may click the "Clear Search Criteria" button.

Screen 3: Application Results Screen

The next screen returns a table the permits that have been submitted by (or on behalf of) the company, but have not been processed. Each permit is shown as its own row, with the following columns:

- Transaction number (formatted as a link);

- Carrier information (company name and FEIN or SSN);

- Permit type;

- Application status; and

- Submission date.

View Application Status for

[Help] [Manage Help]

Click on an Application's Transaction Number to view its status

Company Applications				
Transaction Number	**Identification**	**Name**	**Status**	**Submission Date**
0838141797	FEIN: 1015	THEONHOLDCORP		6/13/05

Previous

To review the details for a specific application, click on the transaction number. Otherwise, click on the "Previous" button to select a different company.

Screen 4: Application Details

The system now retrieves the details about the permit application. The details include the following sets of information:

- Contact information;

- Delivery information;

- Applicant information;

- Travel information (if applicable);

- Escort information (if applicable);

- Vehicle information; and

- Route information.

View Application Status

[Help] [Manage Help]

Application #0838141797 is Pending MCSD Agent Review

Add Required Documentation   Review this Application
Log Supporting Documentation   Cancel this Application

Basic Account Information

OSS Company type:	Corporation
OSW Company type:	Carrier
Legal Name:	THEONHOLDCORP
FEIN:	1015
USDOT	N/A
Federal Motor Carrier Number:	N/A
Company DBA name:	N/A

Address Information

Internet

In addition to the previous information, State users have actions that can be performed by clicking the link at the top of the page. Below are the four possible actions that, depending on the user's permissions, determine which actions could be presented:

1. Review the application, regardless of its position in the review queue;

2. Add supplemental documentation that has arrived for this application;

3. Require additional documentation to be obtained from the carrier before this application may be reviewed; or

4. Cancel the application.

Clicking on any of these links will launch the appropriate function with the current application.

After reviewing the information, click the "Previous" button to return to the table of approved applications.